

# RETIREMENT CHECKLIST

TIME FRAME	EVENT	LOCATION & CONTACT INFORMATION	DETAILS
364 days from retirement date	Submit Retirement Request	Unit Admin/S1	Officer requests in memorandum format. Enlisted requests on DA Form 4187. Need Transition Leave/PTDY DA Form 31, Ceremony info sheet, and DA Form 4187-1-R (enlisted) or endorsement memorandums (officer)
2 to 4 days after request is received by Retirement Services	Service Computation Completed	Retirement Services 624-4641/1765/7236/6419/4315	Retirement Services will make contact for service computation. If necessary, service documents will need to be provided such as DD Form 214, USAR point sheets, DA Form 1506, etc.
Prior to retirement	Pre-Retirement Briefing	Bldg 1379 2nd Tuesday of each month <b>1300 - 1630</b>	No appointment necessary. Spouse <u>may</u> attend. <a href="http://www.armyg1.army.mil">www.armyg1.army.mil</a>
2 years but NLT 90 days from retirement date	ACAP	Bldg 1109-C 624-2227/5222 <a href="http://www.acap.army.mil">www.acap.army.mil</a>	Call to schedule briefings. DD Form 2648 (Pre-separation Counseling Checklist) must be completed prior to clearing.
90 to 180 days from retirement date	Retirement/VA Physical BDD Program	Part I Central Exams 1-800-493-9602 ----- Part II VA Bldg 1109-B 624-8387 or 942-3970	<b>BY APPOINTMENT ONLY.</b> Copy medical & dental records prior to turning them in.
Prior to or while clearing (but not less than 60 days from retirement date)	Survivor Benefit Plan (SBP) / Retired Pay Counseling	Retirement Services 624-4641/1765/7236/6419/4315	<b>BY APPOINTMENT ONLY.</b> Spouse <u>must</u> attend. Must bring: Retirement Orders, ID cards, SSN and DOB for ALL dependents, Direct Deposit information, Divorce decree if SBP was awarded to a former spouse.
10 business days prior to reporting date	Pick up clearing papers	Bldg 2020 In/Out Processing 626-0183	<b>MUST BE IN UNIFORM.</b> Must bring retirement orders and Transition Leave/PTDY DA 31.
While clearing	DD Form 214 (Draft)	Retirement Services 624-6995	A draft copy of the DD Form 214 will be provided for review. Documentation must be provided for changes. Official DD Form 214 will be provided during final out-processing on reporting date.
While clearing, but after SBP counseling	Pre-Retirement Finance Briefing	One Stop Monday 1100 Tuesday-Friday 1030 624-2553	DD Form 2656 (SBP election) must be completed prior to attending Finance briefing. Must bring: Clearing papers, retirement orders, DA Form 31(s), Termination of Quarters (if applicable)
Between 1st and 20th of month prior to retirement date	TRICARE Prime TRICARE Dental	<a href="http://www.tricare.mil">www.tricare.mil</a> 1-877-874-2273 Dental <a href="http://www.trdp.org">www.trdp.org</a> 1-888-838-8737	To prevent lapse in coverage, DO NOT wait until you retire.
Prior to or after retirement	"E-Echoes" Registration	<a href="http://www.armyg1.army.mil/rso/echoes">www.armyg1.army.mil/rso/echoes</a>	Effective 1 January 2012, retiring Soldiers must register to receive the Army "Echoes" Newsletter electronically. You will no longer have the option to receive a hardcopy of the "Echoes" by mail.